Secrt. II-27—200,000—31-8-53.

Revenue (1951) Department.

Ms **SERIES.**

G.O. No. 3232.

Dated 7-12-1951.

[Despatch Abstract.]

Public Services — Minor Irrigation Subordinates — Confidential reports. Maintenance — Adoption of a Standard form :— orders passed.

GOVERNMENT OF MADRAS
ABSTRACT.
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Public Services - Minor Irrigation Subordinates - Confidential reports - Maintenance - Adoption of a standard form - Orders passed.
-x-x-x

5. Total period including the period in the half-year / year for which the officer reported on has worked under the officer reporting.

6. Where employed and work engaged upon.

7. Personality and manners.

8. Health--Physical capacity and means of getting about and age.

9. General culture and intelligence - Ability to express himself.

10. Conduct and character.

11. Tact and temper-Relations with fellow officials and the public.

12. Initiative.

13. Industry - Quality of work.

14. Judgment.

15. Powers of control, Supervision and organization.

16. Professional knowledge---

(a) Proficiency in---

(1) Engineering

(2) Surveying and Levelling.

(3) Drawing.

(4) Office work and accounts.

(b) Has he taken pains to acquaint himself fully with the resources of the district in all matters likely to affect his professional work?

(c) What steps has he taken to maintain his technical knowledge up to date and to enlarge it?

17. Departmental experience---

(a) Is he prompt in the submission of estimates?

(b) Does he work to his estimates?

(c) Does he watch his expenditure carefully and work out his grants?

18. Indebtedness(if indebted, the extent of personal responsibility for incurring the debts.)

19. Punishments, censures or special commendations in the period under report.

20. Date of communication to the Officer of any adverse remarks since last report.

21. Fitness for---

(a) Confirmation of promotion.

(b) Recruitment by transfer to a Provincial Service.

Contd...

22. If any faults are brought to notice, does not the reporting officer propose to charge-sheet the subordinate for the faults?

23. General ~~reamr~~ remarks of the reporting Officer.

Station. Signature(name in block letters)

Date. Designation of officer.

24. Remarks of the intermediate officer- If he disagrees with any entry, he should record his own views.

STATION Signature(name in block letters)

DATE. Designation of Officer.

25. Remarks of the head of the office or department.
If he disagrees with any entry, he should record his own views.

Station. Signature(name in block letters)

Date. Designation of Officer.

NOTE:- The entry of adverse remarks regarding personal character, conduct or honesty should be supported by the reasons for taking the view recorded and, if possible, by reference to specific facts. An estimate that an officer is unfit for a particular rank should include the reasons for the estimate and if possible, a statement of facts in support of the estimate; it should not be founded on general impressions only.

/True copy/

R Thiagarajan 1.8.56
SUPERINTENDENT.
MADRAS RECORD OFFICE.

SS/27.8.

27.8.56